

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Personnel Analyst I Personnel Analyst II	Job Family: 2 2
General Classification: Professional	Job Grade: 22 26

Definition: To perform personnel work in a variety of program areas including recruitment and selection, position classification and compensation, benefit administration or employee development and training; and to do related work as assigned.

Distinguishing Characteristics:

Personnel Analyst I: This is the entry-level class in the professional Personnel Analyst series. This class is distinguished from the Personnel Analyst II by the performance of the more routine tasks and duties assigned to positions within the series including initial recruitment and selection activities. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Receives immediate supervision from higher-level professional or management staff.

Personnel Analyst II: This is the full journey-level class within the professional Personnel Analyst series. Employees within this class are distinguished from the Personnel Analyst I by the performance of the full range of duties as assigned including conducting classification and salary studies, administering salary and benefit projects, and planning and administering recruitment and selection activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Personnel Analyst class in that the latter exercises broader programmatic responsibility and performs more complex personnel investigations, research, and analysis.

Receives general supervision from the Employee Services Director.

May exercise technical or functional supervision over technical or clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform the full range of recruitment and selection duties, including application screening; writing of brochure and flyers; scheduling of examinations; preparation of written, performance and oral examinations and interview materials; prepara-

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tion of assessment centers; scheduling of hiring interviews and any other selection methods used.

2. Develop new recruitment advertising and public relations techniques with special emphasis on obtaining qualified candidates from protected classes and candidates for classifications which are difficult to fill; may include field recruitment work.
3. Participate in the development, execution and analysis of various compensation, classification and benefits studies and surveys.
4. Plan, research and complete various personnel-related projects; coordinate programs (i.e., new employee orientation, employee recognition, internships, etc.); and coordinate special events.
5. Counsel and advise employees, supervisors, department heads and the public on matters related to employment, promotion, retirement, benefits and classification and compensation procedures.
6. Write class specifications and essential functions of positions.
7. Perform administrative support duties and assist in the interpretation and application of human resources rules, policies and legislation.
8. Maintain effective communications with the public and with City management staff. Meet with employees and citizens to provide information and solutions to problems.
9. Interpret rules, regulations, laws, MOUs and policies in making recommendations to internal and external customers.
10. Prepare written memos, letters, reports, standard operating procedures, policies and publications for effective communication with internal and external customers.
11. Perform related duties as assigned.

Minimum Qualifications:

Personnel Analyst I

Knowledge of: Principles of organization and management; statistical concepts and methods.

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Ability to: Learn fundamental principles and practices of public personnel administration; learn the principles of training, recruitment and benefit administration; learn the objectives, structure and process of local government; communicate clearly and concisely, both orally and in writing; collect, compile and analyze information and data; establish and maintain effective relationships with those contacted in the course of work.

Personnel Analyst II

In addition to the minimum qualifications for Personnel Analyst I:

Knowledge of: Principles, methods and techniques of public personnel administration including at least two of the following areas: position classification, benefit administration, recruitment and personnel selection, and compensation; applicable Federal, State and local laws and regulations; principles and techniques of effective supervision, interviewing and counseling; theory and practice of group process.

Ability to: Interpret the City's personnel programs and policies to employees, departments and the general public; perform complex personnel work with a minimum of supervision; gather, interpret and analyze information and solve problems; set priorities and use time efficiently; make verbal presentations requiring tact, persuasion and diplomacy; make recommendations and evaluate alternative courses of action; complete multi-faceted projects, activities and/or functions with good attention to detail.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Personnel Analyst I

Recommended: No experience required. Graduation from an accredited college or university with a degree in Public or Business Administration, Human Resources or a related field.

Personnel Analyst II

Recommended: One year of experience performing duties comparable to those of a Personnel Analyst I in the City of Mountain View. Equivalent to a bachelor's degree from an accredited college or university with major course work in personnel administration, human resources or a related field.

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